

# **nation**            **Constitution of the Swimming Coaches Association**

## **1. Name**

The name of the Association shall be            **nation**            Swimming Coaches Association (**xSCA**) and is hereinafter referred to as **xSCA**. The Association shall have its Headquarters in            **city, department/province**           . **xSCA** is affiliated to the *World Swimming Coaches Association*. [This last sentence presumes the country in question has joined **WSCA**.]

## **2. Definitions**

In these presents except where the context otherwise requires:

- xSCA** means            **nation**            Swimming Coaches Association;
- Executive Committee** means the Executive Committee of **xSCA** as more particularly defined in Clause 6 hereunder;
- **nation**            means the administrative system of the Government of            **country**           ;
- Ethics** means the rules of the rules of the            **nation**            Swimming Coaches Association;
- Coach** includes diving coach, water polo coach, swimming teacher, swimming coach, synchronized swimming coach, and life saving instructor;
- School** means any educational establishment recognized by the Government as responsible for education and includes any college or university;
- Club** means any swimming club registered with the            **national sports federation/applicable body**           ;
- Ordinary member** means any individual whose annual subscription laid down by **xSCA** is up to date;
- Member** means any member of the            **nation**            Swimming Coaches Association.

## **3. Objectives**

The objectives of which **xSCA** is established are as follows:

- (1) To encourage, develop and assist coaches in their field of swimming and their welfare.
- (2) To publicize and advertise the great work that has been done by leading Coaches of            **nation**           . To promote the prestige of the swimming coach as a Professional Teach who contributes much to his/her local community and his/her Country by building of sound mind and bodies through the sport of competitive swimming.
- (3) To give leadership and education in the field of swimming, coaching, health and fitness. This will be achieved by:
  - (a) Co-operating with other interested groups;
  - (b) Organizing international seminars, forums and clinics;
  - (c) Creating exchange programs between countries;
  - (d) Helping to publish and distribute written materials; and
  - (e) Promote forums where member coaches may exchange ideas on techniques, improvements and promotion of the sport of swimming locally and internationally.
- (4) To form co-operation between coaches, swimming officials support groups international bodies, media, and sponsoring organizations.

- (5) To foster the employment of full-time swimming coaches with professional status, and adequate salaries in all pools throughout the country. To attempt to persuade educational institutions, private clubs, public pools, etc. to elevate their present swimming coaches to a higher professional status.
- (6) To evaluate the standard of swimming coaches and to set high ideals for professional competence. This should include broader experiences for, and adding formal education in: physiology, psychology, disability training and kinesiology; and should include exposure to research in aquatics and related fields such as fatigue, diet, training, etc.
- (7) To assist beginning coaches to develop their skills and knowledge and to strive for professional competence. To encourage teacher-training institutions and others to include coaching swimming in their curriculums so that more physical educators are competent in the field of swimming.
- (8) To foster the proper instruction of beginning swimming at all levels so that this instruction includes the basic concept of proper swimming that may lead to the development of excellence in competitive swimming.
- (9) To urge all beginning swimming instructors to teach all four strokes, to encourage competent swimmers to seek additional competitive swimming training from a professional swimming coach, and to seek the advice and consultation of swimming coaches in the set-up of beginning instructional programs.
- (10) To help members understand the ethics of their profession and code of conduct. In addition to recommend to governing bodies to standardize rules for coaches.
- (11) To encourage the development and maintenance of pools in accordance with conditions for high standards of competition.
- (12) To arbitrate any dispute which may arise between coach and employer, and act in best interests of both parties.
- (13) To organize life saving classes, to training swimming teachers and coaches, and to upgrade teaching levels.
- (14) Maintain a register of all swimming coaches in the country. Reject anyone teaching swimming in nation unless they are registered and confirmed as qualified to do so by xSCA.

#### **4. Application for Membership**

- (i) All application for membership shall be submitted to Executive Committee
- (ii) Application shall be considered from anyone providing that their interests are compatible with those of xSCA.

#### Memberships

There are three categories of membership:

- (a) *Active Member*: Open to qualified swimming teachers who will be admitted to membership register upon payment of a prescribed fee on application. This may be revoked by the Executive Committee at short notice.
- (b) *Honorary Member*:
  - i. This is open to distinguished members who have served the body for a period not less than four years in a senior position having served the body in a dignified manner

- ii. Be nominated in writing 14 days prior to the Annual General Meeting by a member.
  - iii. This post has a vote and is irrevocable.
  - iv. Will pay a prescribed fee.
- (c) *Associate Member*: Open to non-accredited swimming coaches and interested persons.

**5. Executive Committee**

The Executive Committee should consist of:

Office Bearers

- 1) Chair
- 2) Vice Chair
- 3) Secretary
- 4) Treasurer
- 5) Director of Research and Studies
- 6) Public Relations Officer

Committee Members

- 7) Assistant Secretary
- 8) Two (2) committee members

**6. Committee Members**

- (i) The officers listed from above shall be elected at the Annual General Meeting from among the membership and shall each hold office for a term of two years, subject only to resignation or removal of office within that period in accordance with sub-clauses 8 and 9 hereunder. Such officers may offer themselves for re-election except that an officer who has served on the Executive Committee for four consecutive years shall not be eligible for re-election unless there is no other nominee for the post.
- (ii) The Executive Committee shall meet once every month and when necessary for the furtherance of the objective of xSCA on at least 7 days notice.
- (iii) The Executive Committee shall manage the property and activities of xSCA and may for that purpose exercise all powers that may be necessary for carrying out promotion and furthering the objectives of xSCA.
- (iv) The Executive Committee may from time to time appoint committees or subcommittees with delegated powers and duties as it may from time to time deem necessary or desirable. Such committees or subcommittees may include persons who are not members of xSCA and shall derive their powers from the Executive Committee.

**7. Duties of the Executive Committee**

Chair: The Chair shall, unless prevented by illness or other sufficient cause, preside over all meetings of xSCA.

Vice Chair: The Vice Chair shall perform the duties of the Chair in their absence.

Secretary:

- (a) The Secretary shall deal with all correspondence of xSCA. Under the general direction of the Executive Committee and will issue notices convening all meetings and will be responsible for keeping minutes of such meetings. The Secretary will

also be responsible for the preservation of all records or proceedings of the Executive Committee.

- (b) The Secretary shall be responsible for sending out reminder notices for renewal of subscriptions to members in the month of November each year.

Assistant Secretary: The Assistant Secretary shall perform the duties of the Secretary in their absence.

Treasurer:

- (a) The Treasurer shall be responsible for maintaining the books of accounts of xSCA and for entering therein details of all moneys received and payments made on behalf of. The Treasurer shall also be responsible for the safe custody of all moneys, movable properties and assets and will account for the same.
- (b) The Treasurer shall render to the Executive Committee financial statements relating to the affairs of xSCA and when required.
- (c) The Treasurer shall be responsible for the preparation and submission, to the Executive Committee for approval before the Annual General Meeting, of an income and expenditure account covering the finances of xSCA for the preceding year to 31<sup>st</sup> December and a balance sheet of the assets and liabilities of xSCA as to date.
- (d) The annual accounts shall be audited by an approved auditor appointed in accordance with the provisions of clause 16 hereunder and having been approved by the Executive Committee and signed by the Chair.
- (e) The Treasurer shall be responsible for maintaining an up-to-date list of paid-up members circulated to all members of the Executive Committee.

Public Relations Officer: The Public Relations Office shall be responsible for ensuring that all events, meetings and all other matters of interest relating to swimming teaching are to be reported to the media and shall also be responsible for supervising and managing the relationships between xSCA and members of the public.

Director of Research and Studies:

- (a) Supervising and organization of all training and attachments under the directive of the Executive Committee
- (b) The preparation of an annual report of xSCA activities during the year and its submission to the Chair in time to be included in the Annual General Meeting.
- (c) The keeping of training records
- (d) The organization for the selection of representative exchange students. To be submitted to the Executive Committee.
- (e) The production of calendar of events, such calendar to be submitted to the Executive Committee for approval in December each year.

## **8. Annual General Meeting (AGM)**

- (i) The xSCA AGM will be held on the 1<sup>st</sup> Saturday of January or 14 days either way.
- (ii) At least 14 clear days notice shall be given to all members and such notice shall specify the place, day and hour of the meeting, and shall set out the agenda of the meeting.

The accidental omission to give notice to a member or the non-receipt of such notice by any member shall not invalidate the proceedings of the meeting

- (iii) The purpose of every such AGM shall be:
  - (a) to read the notice convening the meeting
  - (b) to confirm the minutes of the previous AGM
  - (c) to deal with matters arising therefrom
  - (d) to receive and consider reports from:
    - 1) the Chair
    - 2) the Treasurer: annual accounts and financial statement
  - (e) to elect members of the Executive Committee for a 2-year term of office or to replace any office bearers who have resigned since the previous meeting.
  - (f) to appoint the auditors of xSCA and a legal councilor.
  - (g) to discuss any other business with permission of the Chair or as shall have been received by the Secretary in writing at least 7 days before the meeting.

### **9. Special General Meeting**

- (i) A Special General Meeting may be called at any time either by way of a written resolution presented by at least one third of the member of xSCA, or at the direction of the Executive Committee in order to discuss business of an urgent nature or relating to the amendment of any provision of its constitution.
- (ii) The Secretary shall give 14 days notice in writing of such resolution or direction to all members and shall specify the time, date and place of meeting.
- (iii) Only such items as are specified on the agenda, which shall accompany the notice of the meeting, shall be discussed at the meeting.

### **10. Quorum**

- (i) At any xSCA General Meeting a quorum shall be one fifth of the total paid-up membership of xSCA. If at any meeting a quorum is not present within 30 minutes of the time due for its commencement, the meeting shall be declared void and shall be reconvened one week later. If at such reconvened meeting a quorum is not realized within 30 minutes of the time due for its commencement, then the number of members present shall constitute a quorum.
- (ii) The quorum of an Executive meeting shall be four (4) members of the Executive Committee *provided that* in cases where an urgent decision must be made, and there is no quorum and sufficient time to call a meeting, the Secretary shall call as many members of the Executive Committee as possible and shall obtain their individual decisions. Any decision so reached and any action taken shall be ratified at the next meeting of the Executive Committee.

### **11. Voting at the General Meeting**

Attendance at a General Meeting, whether annual or special, shall be open to all members of xSCA, but only those members who are paid-up shall have the right to vote.

### **12. Procedures at Meetings**

- (i) At all meetings of xSCA, the Chair shall preside over the meeting. In absent of the Chair, the Vice Chair shall preside; in the absence of both these officer, a member selected by the meeting shall preside.
- (ii) The Chair may at his discretion limit the number of persons permitted to speak in favour of and against any motion.
- (iii) Subject to the provisions of clauses 6, 11, 17, 20 and 21, resolutions shall be passed by a simple majority by a show of hands, but a secret ballot may be held at the members' discretion. In the case of equality of votes, the Chair shall have a second, casting vote.

### **13. Subscriptions**

- (i) The Executive Committee shall have power to prescribe the subscriptions or other fees to be paid by members including registration and ratified by members.
- (ii) The annual subscriptions shall become due on the first day of January in each year.
- (iii) The Executive Committee shall have powers to waive the whole or part of any fees so prescribed at its discretion.
- (iv) Members who have not paid their subscription shall not be eligible to vote at AGM.

### **14. Funds**

- (i) All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him in the name of xSCA in any banks or banks approved by the Executive Committee.
- (ii) All checks drawn on xSCA accounts shall be signed by the Chair, the Treasurer, the Secretary or the Vice Chair.
- (iii) All members of the Executive Committee will receive sitting allowances as determined by xSCA.
- (iv) Any expenditure must be accounted for by the receipts or signatures where possible.
- (v) The Executive Committee shall have power to expel from xSCA any member who it has reasonable cause to believe is not properly accounting for any funds or properties of xSCA. Where the person so expelled is an officer bearer, 8(iii)(e) shall apply.
- (v) The financial year of xSCA shall be from 1<sup>st</sup> January to 31<sup>st</sup> December in each year.

### **15. Patron**

xSCA at a General Meeting may appoint its patron its patron any person of outstanding reputation after consultation with the person concerned. Such appointment may be terminated by resignation of the patron or at the expiry of three years. The appointment may also be cancelled by unanimous vote of the Executive Committee. The patron shall, if available, take the chair during elections at a General Meeting. They shall not have a vote at any General Meeting or Committee meeting.

### **16. Auditors**

- (i) An auditor shall be appointed at the Annual General Meeting. All accounts, records and documents of xSCA shall be open to inspection of the auditor at any time. The auditor shall examine such annual accounts and statements, and certify them correct duly vouched and in accordance with the law.
- (ii) A copy of the auditor's report of the accounts and statements, together with such accounts, shall be furnished to all members at the same time as the notice convening

the Annual General Meeting is sent out. An auditor may be paid such fees as may be resolved by the Executive Committee.

- (iii) The auditor shall not be a member of the Executive Committee.

### **17. Amendments to the Constitution**

Amendment to this constitution may be made from time to time by resolution of a General Meeting, provided that such resolution is passed by no less than two-thirds members present and entitled to vote at a General Meeting of which due notice has been given. The Chair shall not have a casting vote.

### **18. Information**

xSCA shall be responsible for informing its members of its events and also for passing on to its members information received about international events.

### **19. Indemnity for Members of the Executive Committee**

The members of the Executive Committee shall be indemnified out of funds and property of xSCA from and against all costs, losses and/or damage which may incur in the bona fide exercise of their power or duties as members of the Executive Committee.

### **20. Appears**

Any member shall appeal to the Executive Committee against a decision of the Ethics Committee within 28 days of such a decision being communicated to the member or members. Any decision made by the Executive Committee shall become binding on all parties.

### **21. Dissolution**

xSCA shall not be dissolved except by a resolution at a General Meeting of members by a vote of two-thirds of the members present. If no quorum is obtained the proposal to dissolve xSCA shall be submitted to a further General Meeting which shall be held one month later. A notice of this meeting shall be given to all members at least 11 days before the date of the meeting. The quorum of this meeting shall be the members present. When the dissolution of xSCA has been approved by the Executive Committee or any office bearer, other than to collect, all assets of the balance thereof to be distributed to organizations with similar objectives as those where most needed. A period of 21 days shall be allowed for such distribution to be made.

### **22. Standing Committees**

- (i) The Ethics Committee shall meet at two swimming competitions to listen to charges related to the code of ethics.
- (ii) A committee to determine certification and educational needs of coaches, and decide on unusual cases not specifically covered by the certification program.
- (iii) The Investment Committee shall consist of one xSCA Executive member and other members or non-members with financial expertise as the committee will select.

### **23. Awards**

The *Coach of the Year* award will be given annually to the individual whose coach effectiveness has contributed the most towards \_\_nation\_\_ Swimming. Excellence at national and international levels. The award shall be elected by the Executive Committee. Nominees shall be

members at the time of presentation. The *Coach of the Year* award will also be based on the following criteria:

- 1) technique development;
- 2) attitude development;
- 3) performance development;
- 4) good number of swimmers on the National Team; and
- 5) consistency at swimming competitions.

#### **24. Interpretation**

The Executive Committee shall have the power to interpret the provision of the Constitution, and may rule on any matter not otherwise herein.